

DIVISION/DEPARTMENT	MOTHER TERESA TRANSITIONAL HOUSE (MTTH)
LOCATION	1605 Mestina, Corpus Christi, Texas 78401
JOB TITLE	Transitional House Coordinator
REPORTS TO	MTS Operations Supervisor
Type of Position:	Full-time / Non-Grant Funded
Program Manager:	Mother Teresa Shelter (MTS) Operations Supervisor
General Description:	
Manages the daily operations of the Mother Teresa Transitional House. Assists with client service coordination and provides case support to the Case Manager.	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Responsible for property management to ensure the facility is well maintained, safe and secure. • Schedules and facilitates facility tours for donors, community partners, and prospective clients. • Conducts daily facility safety and maintenance inspections, reporting deficiencies to the Mother Teresa Shelter Operations Supervisor, and the Business Manager in a timely manner. • Monitor client activities. • Provide case support to case managers facilitating the TDHCA-HHSP grant. • Maintain facility key control, recording all keys utilized by facility staff and keys assigned to clients. • Pick-up prepared client meals from the Mother Teresa Shelter daily. • Ensure adequate cleaning and laundry supplies are available to maintain a sanitary environment for clients. • Ensure food supplies are sufficient for weekend client meals to include purchasing items from local grocers. • Monitor security surveillance cameras to identify unauthorized activity and/or illegal trespass • Ensure client residents adhere to MTTH policies and procedures • Ensure visitors to the facility are logged in and out of the facility. • Process new client resident applications • Submit requests for new resident client criminal background checks and drug screenings. • Maintain confidential client files in a secure location. • Perform general facility maintenance as needed. • Conduct weekly client room inspections with the case manager. • Respond to client resident emergencies by notifying emergency personnel via 911. • Notify the MTS operations supervisor of any emergency incidents. • Answer telephone inquiries and return phone calls. • Participate in staff meetings and training initiatives • Assist case manager with the development of the resident's calendar of events and client daily facility cleaning schedule. • Collect rental payments, complete payment journal ensuring payment and receipt reconciliation. • Other duties as assigned. 	
JOB QUALIFICATIONS	
<ul style="list-style-type: none"> • High school diploma or general education degree (GED) required • Associate degree preferred • Two years' experience in social services • Ability to communicate in English and Spanish 	
ADDITIONAL REQUIREMENTS	
<ul style="list-style-type: none"> • Plan and manage work schedule independently. • Must have reliable transportation, valid driver's license, good driving record, and maintain auto liability coverage. • Pass a criminal background check and drug screening. • Ability to lift and/or carry 25-50 pounds. • Maintain a valid Food Handlers permit. 	

- Must complete Creating and Maintaining a Safe Environment training.
- Must complete First aid and CPR training.

How to apply:

- Qualified applicants may apply by sending a cover letter and resume to Samantha Perez – Business Manager @ sperez@diocesecc.org
- Please no telephone inquiries.
- Position opened until filled.